

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Consumer and Regulatory Affairs

Department of Consumer and Regulatory Affairs (DCRA)
Administrative Issuance System

DCRA Bulletin No. 5-02A-06

SUBJECT: Establishment of DCRA's Administrative Issuance System

EFFECTIVE DATE: October 1, 2006

EXPIRATION OR REPLACEMENT:

PURPOSE AND AUTHORITY:

This DCRA Administrative Issuance System (AIS) bulletin is issued to outline the process, procedure, categories and numbering system for internal administrative policies beginning in FY 2007. The bulletin is issued under the authority of the Agency Director.

SCOPE:

The Administrative Issuance System is defined as policies, procedures, and bulletins developed within DCRA and applicable to:

- The entire agency
- An administration of the agency (Example: Operations, Licensing and Permitting, etc.)
- A division of an administration of the agency (Example: Corporations, Support Services, Neighborhood Stabilization, etc.)
- A smaller unit of the agency if the impact of the policy, procedure or bulletin will impact a larger work unit, the public or customers of the agency. (Example: changes in the operating hours of the Home Owner Center, procedure for requesting personnel files from Human Resources.)

If uncertain about the need to utilize the Administrative Issuance System, please contact the Assistant Director for Administration.

DEFINITIONS:

For the purpose of the Administrative Issuance System the following definitions apply.

- Policy - a statement of a definite course or method of action to guide and determine present and future decisions relating to internal agency procedures and guidelines in accordance with overall agency plans, general goals, district laws and rules. Example: Administrative Issuance outlining the agency policy on employee dress and attire.
- Procedure - a statement establishing a way of accomplishing something or a series of steps to be followed to accomplish the goal or action. Example: Administrative

Administration Category	Program Category	
1	Licenses & Permits	Program Description
	01	License and Permit Center
	02	Homeowner Center
	03	Development Ambassador Program
	04	Technical Plan Review
	05	License & Registration Renewal Division
	06	Occupational and Professional Licensing
	07	Corporation Registration Division
	08	Office of the Surveyor
2	Inspections and Compliance	Program Description
	01	Residential Inspections Division
	02	Commercial Inspections Division
	03	Illegal Construction and Enforcement Unit
	04	Scheduling Division
	05	Condemnation Division
	06	Weights and Measures
	07	Abatement and Repair
	08	Office of Civil Infractions
	09	Vacant Property Unit
	10	Office of Consumer Protection
	11	Regulatory Investigations
	12	Rental Accommodations and Conversions Division
3	Office of the Tenant Advocate	Program Description
	01	Tenant Services and Support
4	Office of Zoning Administrator	Program Description
	01	Zoning
5	Agency Management Program	Program Description
	01	Communications and Customer Service
	02	Human Resources
	03	Contracting and Procurement
	04	Support Services
	05	Information Technology
	06	Legal Services
	07	Fleet Management
	08	Performance Management

NOTE: DAIS Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director.

INQUIRES: DCRA, Assistant Director for Administration – 202-442-8927

DISTRIBUTION: Director, Deputy Directors, Program Managers, Division Chiefs, and DCRA employees

BULLETIN EXPIRES: Upon notification

	09	Budget and Accounting Operations
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Issuance outlining the steps to be taken in requesting a vacant job be posted and recruited.

- Bulletin - a brief notice from an authoritative source intended for immediate implementation. Example: a notice that all employees will be required to participate in an upcoming community day event.

PROVISIONS:

The Agency will strive to prepare, review and implement proposed policies, procedures and bulletins in a timely manner allowing ample opportunities for review by stakeholders. The initiation of proposed policies, procedures and bulletins may come from various levels within the agency following internal procedures for that work group. However, all proposed policies, procedures and bulletins will be directed to the Office of the Director, Assistant Director for Administration for review prior to distribution.

1. Policies, procedures and bulletins may be developed by the Executive Staff, Senior Managers, the LMPC or other operating committee established by the Director of the Agency.
2. Draft policies, procedures and bulletins will be submitted to the Assistant Director of Administration in the approximate format.
3. The Assistant Director for Administration will review the proposed policy, procedure or bulletin and determine if the opinions of other agencies are needed and will seek and obtain such input.
4. The Assistant Director for Administration will consider, and if needed, convene any other review bodies which may include but is not limited to the LMPC, the executive staff, employee focus groups, or other employee and management groups to review and consider the proposed policy, procedures, or bulletin.
5. Once review activities have been completed the policy, procedure or bulletin will be put into a final format and routed electronically and simultaneously to the following individuals for review and approval:
 - DCRA General Counsel- review for legal sufficiency
 - All Deputy Directors- review for operational impact
 - Deputy Director for Communications and Customer Service – review for language
 - Service Integrity Officer- review for ethics impact
 - Agency Chief Financial Officer- review for financial sufficiency
 - Agency Labor and Employee Relations Coordinator- review for employee relations and labor contract impact.
6. Final review and approval will be by the Agency Director.
7. Release and distribution will be coordinated by the Assistant Director for Administration.

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